FINAL WARNING

TO: Employee
FROM: Supervisor
SUBJECT: Attendance Record

DATE:
cc: Store Manager
Employee File

This letter will confirm our discussion of _____ in which we reviewed your attendance record. In the review it was noted that your attendance record was discussed previously with you on _____ and again on _____, at which time you received a written notice dated _____ concerning your attendance. Since the date of the last letter, you have been late or absent on the following occasions:

Date Reason

_____

_____

You have been given ample opportunity to correct your attendance deficiencies and demonstrate that you can be regularly counted on to perform your duties. Your absence/tardiness record is excessive, warranting your termination. However, so there will be no misunderstanding on your part regarding the seriousness of this matter, you should consider this a final notice.

Unless, there is an immediate and lasting improvement made in your attendance record, as defined in the absenteeism policy, your employment with the Company will be terminated.

If I can be of any assistance in helping you correct this situation, or if you have any questions, please contact me.

_____

Signed